



# WILLMAR

## AIRPORT

AIRPORT MANAGER  
City Office Building  
Box 755  
Willmar, Minnesota 56201  
320-214-9669  
Fax: 320-235-4917  
[www.ci.willmar.mn.us](http://www.ci.willmar.mn.us)

TO: Willmar Municipal Airport Commission

Chair: Pat Curry

Members: Terry Albers, Sandy Gardner, Dan Reigstad, Donald Cole, Dan O'Meara, and Richard Kacher.

FROM: Megan M. DeSchepper, AICP, Planner/Airport Manager

*MMD*

DATE: October 14, 2015

RE: **OCTOBER 21, 2015 MEETING**

The Willmar Municipal Airport Commission will meet at 4:30 p.m. on Wednesday, October 21, 2015, in Airport Conference Room of the Terminal Building. Please call me at 214-5195 if you cannot attend.

### Agenda Items

1. Call Meeting to Order
2. Minutes of June 17, 2015 meeting
3. LED Lights at Airport discussion
4. Airport updates
5. 10 year Anniversary discussion
6. Miscellany
7. Adjournment



**WILLMAR MUNICIPAL AIRPORT COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JUNE 17, 2015**

**MINUTES**

1. The Willmar Municipal Airport Commission met on Wednesday, June 17, 2015, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

**\*\* Members Present:** Pat Curry, Terry Albers, Don Cole, Sandy Gardner, Richard Kacher, and Dan O'Meara.

**\*\* Members Absent:** Dan Reigstad.

**\*\* Others Present:** Steve NedreLOW, Gary Hach, Dan Ahlquist, Megan DeSchepper-Planner/Airport Manager, Eric Rudningen- Eric's Aviation Services.

2. REORGANIZATION: Mr. Cole made a motion, seconded by Mr. Albers, to nominate Mr. Curry for Chair, and Mr. Reigstad for Vice Chair.

The motions carried.

3. MINUTES: The minutes of the September 24, 2014 meeting were approved as submitted.

4. SEWER CONNECTION REQUEST: Eric Rudningen presented a request, on behalf of Ryan Nelson, Nelson Leasing, Tri-Lakes, and Quam, for a connection to the City owned Airport Sewer system. Mr. Rudningen explained that the three private hangar owners are on a private holding tank which has had some freeze and infiltration issues. They are requesting to connect to the City private system and remove their existing tank. The Commission discussed that two years ago LifeLink III was permitted to connect to the City system for their office facility.

Staff added that they would be required to submit plans for the new connection and removal of the existing system for review and approval. The project will require a plumbing permit and inspections. Staff also asked the Commission to consider a user fee for all that are connected to the City system as the cost for pumping the City's holding tank will be affected as more hook up to the system.

Mr. Cole made a motion, seconded by Mr. Albers, to approve the connection with the following conditions:

- A. Plans shall be submitted for review and comment.
- B. Plumbing permit and inspections shall be obtained.
- C. A nominal user fee shall be added for those hooked up to the City system.

The motion carried.

Mr. Rudningen presented a second request on behalf of Ryan Nelson, Nelson Leasing. To the south of Mr. Nelson's hangar (HG 3-3) there are some drainage issues that he'd like to correct with fill and cement to guide water to the correct areas. The Commission talked about drainage problems in the private hangar area stemming from issues during the construction of the airport. Mr. Rudningen talked about an area wide drainage plan that will move forward once funding is available for the private area; the City doesn't want to do band aid fixes that may work for a few years. He explained this patch fix is per Mr. Nelsons request and will be solely his expense.

Mr. Albers made a motion, seconded by Mr. O'Meara, to approve the request of Mr. Nelson to cement south of his hangar with the condition that he submit plans for review and approval by the City to ensure drainage design is adequate.

The motion carried.

5. LED LIGHTS AT AIRPORT: Mr. Rudningen discussed taxiway sign replacements as the circuit boards go bad due to lightning strikes etc. He inquired about the possibility of slowly replacing them with LED boards/lights as they last considerably longer and that's the way technology is headed. The Commission talked at length about the upgrade that could be done in an as needed process and the additional cost of the LED bulbs etc. They suggested staff look into possible Municipal Utilities incentives programs and to come back at the next meeting with some cost estimates to help them make their decision.
6. FERTILIZER ON GRASS RUNWAY: Mr. Rudningen inquired about keeping the grass runway seeded and fertilized, basic maintenance into the future by requesting the Board to add budgeted monies for its upkeep.

Mr. Cole made a motion, seconded by Mr. Albers, to approve budgeting monies for seeding and fertilizing the sod runway.

The motion carried.

7. LIFELINK III PARKING/LANDSCAPE AREA: Mr. Rudningen talked about the dirt and gravel that gets on the taxilane due to the LifeLink III parking lot traffic. The office was put in several years ago as a temporary solution. The office is past being temporary and as such should have a more permanent hard surface parking area.

The Commission discussed the gravel tracking and issues it causes for airplanes and clean up etc. They talked about LifeLink either using pavement or concrete to create hard surface parking for staff as well as cleaning up the landscaping surrounding the modular office building.

Mr. Cole made a motion, seconded by Mr. Albers, to require LifeLink to pave their parking lot and complete the landscaping around their modular office with the plans to be reviewed and approved by the City Engineering department prior to installation.

The motion carried.


8. AIRPORT UPDATES (INFORMATION ONLY): Mr. Rudningen updated the Airport Commission about the MNDOT owned and operated MALSR equipment is installed and fully functional, unfortunately it's was hit by farm equipment last fall and again in the spring of this year. Mr. Rudningen attended the MCOA (Minnesota Council of Airports) Conference this spring as well as a stormwater sampling course put on the MPCA. The localizer drainage project last fall seems to have contained the spring water issues thus far. Mowing/weed spraying is underway and Mr. Rudningen is keeping up with the growing season.

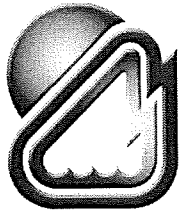
Staff updated the Commission about the freestanding sign; the base and electrical work are complete. The masonry contractor will begin within the month and the sign is ready for installation once the bricks are laid. Historical signs were added to the area by the old beacon at the old airport as well as by the F-14 listing specific historical information as required by the Minnesota Historical Society regarding the land release of the old terminal building property. Staff also stated that some of the MNDOT and County Highway Signs giving directional arrows to the airport have been installed. New Ag leases started at the beginning of this year, and the land around the Airport will be farmed by a new lease.

And finally Mr. Rudningen explained that the bird depredation permit requires scare tactics to be used first to keep gulls and geese away and kill methods are permitted as a last resort. Mr. Rudningen is the sole authorized person on the permit as it is required that the City has one designated person and for liability reasons it's a contracted employee.

9. MINIMUM STANDARDS DISCUSSION CONTINUED: The Fire Code in regards to private fuel tanks size and storage regulations was discussed. It was the consensus to follow the Fire Code regulations as adopted by the City Council. Staff will amend that section and begin the review process with the airport consultant as well as MNDOT and the FAA.
10. MISCELLANY: Chair Curry mentioned that on July 13<sup>th</sup> and 14<sup>th</sup> the F-14 will be cleaned, and anyone wishing to lend a hand is welcome.
11. There being no further business to come before the Airport Commission, the meeting adjourned at 5:52 p.m.

Respectfully submitted,

  
Megan M. DeSchepper, AICP  
Planner/Airport Manager



# **WILLMAR MUNICIPAL UTILITIES**



## **LIGHTING EFFICIENCY REBATE PROGRAM FOR EXISTING FACILITIES**

### **Program Description**

Willmar Municipal Utilities will issue a rebate to customers who convert an existing lighting system to an energy-efficient system. The amount of rebate is based on the amount of kilowatt demand reduction achieved. The rebate is limited to 50% of the cost to retrofit.

All lighting system conversions require prior approval from Willmar Municipal Utilities to be eligible for a rebate.

Proper disposal of the lamps and ballasts is the responsibility of the customer and must comply with all State and Federal regulations governing their disposal. The old ballasts and lamps must be retired. They may not be sold or given away. Information about proper lamp and ballast disposal is available from the Minnesota Pollution Control Agency at 1-800-657-3724.

### **Benefits of Energy Efficient Lighting**

Energy Efficient Lighting can:

1. Lower your energy costs, reducing your energy consumption for lighting by 30-40% or more may be possible through the use of new lighting equipment.
2. Give you a quick return on your investment due to the potential reduction in energy costs and the rebate received from Willmar Municipal Utilities.
3. Lower your maintenance costs through the use of new, longer-life equipment.
4. Possibly reduce the amount of energy used for air conditioning due to less waste heat produced by the new lighting equipment.

## **Requirements**

1. A cash rebate of \$300.00 per kilowatt of demand reduction is available from Willmar Municipal Utilities for retrofits and \$200.00 per kilowatt saved for new construction.
2. Willmar Municipal Utilities must inspect all sites prior to any changes being made to the existing lighting system. Before issuing a rebate check, Willmar Municipal Utilities will also make a final inspection when the project is complete.
3. It is the responsibility of the customer to work with the vendor/manufacture to assure that adequate lighting levels are maintained.
4. Lighting fixture input wattages will be determined by using qualified vendor information (such as equipment specifications) or the input wattage guides provided by Willmar Municipal Utilities.
5. Customers are responsible for the following:
  - Meeting all building Code requirements.
  - Proper disposal of lamps and ballasts.
  - Providing accurate information on existing and proposed lighting.
  - Provide itemized invoices showing the costs of lighting equipment, installation and ballast disposal.
  - Any income taxes or other taxes that may be payable if you receive a rebate under this program. You should consult your tax advisor about tax consequences of this program for your particular situation.
6. All warranties are between the customer and the vendor/ manufacturer. Willmar Municipal Utilities make no warranties, expressed or implied, with respect to the equipment operation, material, workmanship or manufacturer. Willmar Municipal Utilities does not guarantee that a specific level of energy or costs savings will result from the implementation of energy conservation measures or the use of products funded under this program. In no event shall Willmar Municipal Utilities be liable for any incidental or consequential damages.
7. Rebate applications will be reviewed by the Energy Services on a case by case basis and level of eligibility will be at the sole discretion of Energy Services.
8. Willmar Municipal Utilities has the option to make changes to this program at any time.

**Willmar Municipal Utilities**  
**700 Litchfield Ave.SW, P.O. Box 937, Willmar, MN 56201**  
**Questions? Call 235-4422 Ask for Dave or Wes.**

### Examples of Programs that Qualify For A Rebate

1. Changes from T12 fluorescent lamps and magnetic ballasts to LED or T8 and T5 lamps and electronic ballasts.
2. Changing from incandescent to LED.
3. Changes from incandescent, fluorescent or high-intensity discharge lamps such as metal halide and high pressure sodium to LED or multiple lamp T5 or T8 style fixtures.

### Examples of Programs that Do Not Qualify For A Rebate

1. T12 40-watt to T12 34-watt lamp changes.
2. **Compact Fluorescents with a screw-in base.**
3. Construction subject to the Minnesota Energy Code
4. Lighting that is not in service

### How to Apply for a Lighting Efficiency Rebate

1. Contact Willmar Municipal Utilities to receive a Lighting Efficiency Rebate Program Application Form and lighting inventory forms.
2. Contact lighting vendors and/or your electrician to obtain proposals for lighting improvements.
3. Submit the completed rebate application form to Willmar Utilities.
4. Receive a Notice to Proceed and an estimated rebate amount from Willmar Municipal Utilities. Please note that all lighting rebates require prior approval from Willmar Municipal Utilities **BEFORE** any lighting retrofit project is started.
5. Complete the lighting project. Remember that fluorescent and high-density discharge (HID) lamps and ballasts must be disposed of properly.
6. Submit copies of itemized invoices to Willmar Municipal Utilities for all equipment, labor and disposal that qualify for a rebate.
7. Contact Willmar Municipal Utilities to arrange for a final inspection of the project to verify installations and calculate a final rebate.
8. A rebate check will be mailed to you within six weeks of the inspection.

**Willmar Municipal Utilities**  
700 Litchfield Ave.SW, P.O. Box 937, Willmar, MN 56201  
Questions? Call 235-4422 Ask for Dave or Wes.

**Willmar Municipal Utilities**  
**COMMERCIAL HIGH EFFICIENCY LIGHTING REBATE**  
**Application Form**

**WMU CUSTOMER INFORMATION**

(please print)

Business name \_\_\_\_\_ Phone number \_\_\_\_\_ Date \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Installation Address (if different from above) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

**LIGHTING INFORMATION**

Lighting retrofit project description:

Total wattage of existing lighting (A) \_\_\_\_\_

Total wattage of new lighting (B) \_\_\_\_\_

Total watts saved (A-B) (C) \_\_\_\_\_

Total Kilowatts saved (C) \_\_\_\_\_ x \$300.00  
Screw-in compact fluorescents are not eligible for a rebate. (D) \_\_\_\_\_

Total number of occupancy sensors \_\_\_\_\_ @ \$10.00 each (E) \_\_\_\_\_

Total purchase price of lighting retrofit  
(Detailed receipt is required) \_\_\_\_\_

**Rebate Total** \$ \_\_\_\_\_

Verified by: \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Acct # \_\_\_\_\_

Check Issued # \_\_\_\_\_ Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_



## **Attention:**

### **Commercial, Industrial and Governmental Customers of Willmar Municipal Utilities**

Willmar Municipal Utilities (WMU) Light Saver Program is designed to help you conserve energy by installing high-efficiency lighting.

Lighting accounts for nearly 50% of an average commercial customer's energy use and nearly 10% of an average industrial customer's energy use.

#### **Recent advances in lighting technologies can help you:**

- Decrease the amount of energy needed to operate a lighting system.
- Increase the rated life of lamps.
- Improve lighting quality.
- Lower maintenance costs.

#### **A lighting retrofit can also:**

- Improve employee productivity by enhancing lighting quality in workstations and sales areas.
- Reduce cooling load due to less waste heat given off by new electronic ballasts and lamps.
- Improve comfort levels with electronic ballasts that are up to 75% quieter than the old magnetic ballasts.

**WMU offers cash rebates to commercial, industrial and governmental customers who purchase and install qualifying energy efficient lighting products in existing buildings.**

The amount of your rebate will depend on how much energy your lighting improvements will save. WMU offers a cash rebate of \$300.00 per kilowatt of demand reduction for installing high-efficiency lighting.

To apply for a rebate or for more information, call Willmar Municipal Utilities at 235-4422. Our Energy Service professionals will answer your questions and help you get started.

# **Willmar Municipal Airport Operations Monthly Report September 2015**

September was an exceptional weather month at the airport. Warm sunny conditions helped to keep our operations near 70 per week. The only negative aspect of the warm weather was the grass grew very quickly. This increased the operations of the mowers as well.

The Terminal building was cleaned weekly, and saw steady use. On September 9<sup>th</sup> Life Link hosted an open house in the Terminal building. They do this yearly, along with a training session for local EMS providers. This event was well attended, and brought many people to the airport for the first time. These are great ways to show the public what we are doing at the airport every day.

So far this fall geese have not been a problem. The farm land renters have tilled the small grain ground, and are beginning the soybean harvest. We will continue to keep an eye out for all wildlife on the airport.

In the coming month I plan to meet with Public Works staff to discuss the upcoming snow season. Over the last few years, these pre-season discussions have been very beneficial. Our very dedicated Public Works staff, working through a good snow plan, have made our winters go very smoothly.

Once again, I am happy to report that all of the T-hangars and private hangars are full. Aviation is a very cyclical business, and we are happy to see what appears to be a small up-tick in the usage of the airport.

Thank You  
Eric

## Daily Airport Inspection KBDH

9/1--9/6

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ramp Area		EGR	EGR	EGR	EGR	EGR	EGR
PAPI 13		EGR	EGR	EGR	EGR	EGR	EGR
PAPI 31		EGR	EGR	EGR	EGR	EGR	EGR
REIL 31		EGR	EGR	EGR	EGR	EGR	EGR
Threshold Lights		EGR	EGR	EGR	EGR	EGR	EGR
MALSAR		EGR	EGR	EGR	EGR	EGR	EGR
Rotating Beacon		EGR	EGR	EGR	EGR	EGR	EGR
Windsock		EGR	EGR	EGR	EGR	EGR	EGR
VOR Light		EGR	EGR	EGR	EGR	EGR	EGR
Signs		EGR	EGR	EGR	EGR	EGR	EGR
Twy Lights		EGR	EGR	EGR	EGR	EGR	EGR
Rwy Lights		EGR	EGR	EGR	EGR	EGR	EGR
Glideslope Shed		EGR	EGR	EGR	EGR	EGR	EGR
Localizer Antenna		EGR	EGR	EGR	EGR	EGR	EGR
Gates		EGR	EGR	EGR	EGR	EGR	EGR
Private Hangers		EGR	EGR	EGR	EGR	EGR	EGR
T-Hangers		EGR	EGR	EGR	EGR	EGR	EGR
Airport Road		EGR	EGR	EGR	EGR	EGR	EGR
Jet-A system		EGR	EGR	EGR	EGR	EGR	EGR
100LL System		EGR	EGR	EGR	EGR	EGR	EGR
AWOS system		EGR	EGR	EGR	EGR	EGR	EGR
A/D Building		EGR	EGR	EGR	EGR	EGR	EGR
Parking Lot		EGR	EGR	EGR	EGR	EGR	EGR
City Garage		EGR	EGR	EGR	EGR	EGR	EGR
Notes:							

Notes:

Hot and Humid start to September

Airport is active




Daily Airport Inspection KBDH							
	9/14-9/20						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ramp Area	EGR	EGR	EGR	EGR	EGR	EGR	EGR
PAPI 13	EGR	EGR	EGR	EGR	EGR	EGR	EGR
PAPI 31	EGR	EGR	EGR	EGR	EGR	EGR	EGR
REIL 31	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Threshold Lights	EGR	EGR	EGR	EGR	EGR	EGR	EGR
MALSAR	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Rotating Beacon	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Windsock	EGR	EGR	EGR	EGR	EGR	EGR	EGR
VOR Light	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Signs	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Twy Lights	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Rwy Lights	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Glideslope Shed	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Localizer Antenna	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Gates	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Private Hangers	EGR	EGR	EGR	EGR	EGR	EGR	EGR
T-Hangers	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Airport Road	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Jet-A system	EGR	EGR	EGR	EGR	EGR	EGR	EGR
100LL System	EGR	EGR	EGR	EGR	EGR	EGR	EGR
AWOS system	EGR	EGR	EGR	EGR	EGR	EGR	EGR
A/D Building	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Parking Lot	EGR	EGR	EGR	EGR	EGR	EGR	EGR
City Garage	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Notes:							
Nice weather							

## Daily Airport Inspection KBDH

9/21-9/27

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ramp Area	EGR	EGR	EGR	EGR	EGR	EGR	EGR
PAPI 13	EGR	EGR	EGR	EGR	EGR	EGR	EGR
PAPI 31	EGR	EGR	EGR	EGR	EGR	EGR	EGR
REIL 31	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Threshold Lights	EGR	EGR	EGR	EGR	EGR	EGR	EGR
MALSAR	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Rotating Beacon	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Windsock	EGR	EGR	EGR	EGR	EGR	EGR	EGR
VOR Light	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Signs	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Twy Lights	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Rwy Lights	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Glideslope Shed	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Localizer Antenna	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Gates	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Private Hangers	EGR	EGR	EGR	EGR	EGR	EGR	EGR
T-Hangers	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Airport Road	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Jet-A system	EGR	EGR	EGR	EGR	EGR	EGR	EGR
100LL System	EGR	EGR	EGR	EGR	EGR	EGR	EGR
AWOS system	EGR	EGR	EGR	EGR	EGR	EGR	EGR
A/D Building	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Parking Lot	EGR	EGR	EGR	EGR	EGR	EGR	EGR
City Garage	EGR	EGR	EGR	EGR	EGR	EGR	EGR
Notes:							

Notes:

Airport continues to be busy
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## Daily Airport Inspection KBDH

9/28-9/30

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ramp Area	EGR	EGR	EGR				
PAPI 13	EGR	EGR	EGR				
PAPI 31	EGR	EGR	EGR				
REIL 31	EGR	EGR	EGR				
Threshold Lights	EGR	EGR	EGR				
MALSAR	EGR	EGR	EGR				
Rotating Beacon	EGR	EGR	EGR				
Windsock	EGR	EGR	EGR				
VOR Light	EGR	EGR	EGR				
Signs	EGR	EGR	EGR				
Twy Lights	EGR	EGR	EGR				
Rwy Lights	EGR	EGR	EGR				
Glideslope Shed	EGR	EGR	EGR				
Localizer Antenna	EGR	EGR	EGR				
Gates	EGR	EGR	EGR				
Private Hangers	EGR	EGR	EGR				
T-Hangers	EGR	EGR	EGR				
Airport Road	EGR	EGR	EGR				
Jet-A system	EGR	EGR	EGR				
100LL System	EGR	EGR	EGR				
AWOS system	EGR	EGR	EGR				
A/D Building	EGR	EGR	EGR				
Parking Lot	EGR	EGR	EGR				
City Garage	EGR	EGR	EGR				
Notes:							

Notes:

Seasonal temps to end the month
